

CASI JOB DESCRIPTION

POSITION TITLE: Eleanor's Café Manager

Reports to: Director of Senior Services

Directly Supervises: Café Volunteers and SCSEP Kitchen Staff

I. GENERAL RESPONSIBILITIES

Under the supervision of the Director of Senior Services, the Café Manager is responsible for running Eleanor's Café which includes cooking, waiting on customers, maintaining a budget, developing a menu, and maintaining a high level of cleanliness in the café.

II. DUTIES

- A. Provide excellent customer service to café customers.
- B. Take food and beverage orders.
- C. Prepare and serve daily specials and other food and beverage orders.
- D. Take and receipt payments for food and beverage orders.
- E. Daily close out of cash register.
- F. Maintain a high level of cleanliness in café.
- G. Manage the food and beverage inventory.
- H. Other activities and duties as assigned by the Director of Senior Services.

III. RELATIONSHIPS AND CONTACTS

- A. Supervisory Relationships
 - 1. Accountable to the Director of Senior Services.
 - 2. Provide supervision, guidance and direction to volunteers and SCSEP kitchen staff.
 - 3. Works with all staff as needed in accomplishing required duties and responsibilities.
 - 4. Exhibits sensitivity to working with older adults, especially those who may have physical and/or cognitive limitations.

IV. EXPERIENCE, SKILL AND EDUCATION REQUIREMENTS

- A. Requires a minimum of a high school diploma.
- B. Working knowledge of food preparation.
- C. Requires ServSafe Manager Certification or willingness to become ServSafe certified.
- D. Ability to work with minimal supervision and pay attention to details.
- E. Ability to provide leadership and supervision to volunteer workers and staff.
- F. Ability to function in a busy environment with multiple distractions in a professional and positive manner.

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- G. Requires an ability to establish and maintain effective working relationships with staff, clients and community agencies and resources.
- H. Requires excellent communication skills, both verbal and written.
- I. Must demonstrate personal maturity in handling problems and resolving conflicts.

V. Pay, Work Day and Benefits

This position is a part-time, 27.5 hours per week. Hourly rate is to be set by the CASI President/CEO. Benefits are outlined in the CASI Policy and Procedure Manual. CASI is an equal opportunity employer.

I understand the duties of Café Manager and agree to follow them as required by the Center for Active Seniors, Inc.

Employee

Date

Director of Senior Services

Date